### 17-20-1. County clerk -- District court clerk duties.

The county clerk is the clerk of the legislative body of the county. The clerk shall act as clerk of the district court in secondary counties of the state district court administrative system and those counties not in the system, and shall perform the duties listed in Section 78A-5-108.

Amended by Chapter 3, 2008 General Session

### 17-20-1.5. Clerk of county legislative body.

The county clerk is the clerk of the county legislative body.

Renumbered and Amended by Chapter 133, 2000 General Session

### 17-20-1.7. Clerk's duties.

The clerk shall:

(1) record all proceedings of the county legislative body;

(2) make full entries of all resolutions and decisions of the county legislative body on all questions concerning the county;

(3) record the vote of each member on any question upon which there is a division;

(4) prepare and certify duplicate lists of all claims, showing the amount and date of each claim or order and the date of the allowance or rejection of the claim, which lists shall be countersigned by the county executive;

(5) deliver to and leave with the county auditor one of the lists referred to in Subsection (4) and deliver to and leave with the county treasurer the other list;

(6) file and preserve the reports of the county officers to the county legislative body;

(7) preserve and file all accounts acted upon by the county legislative body, except such as are necessarily kept by the auditor;

(8) preserve and file all petitions and applications for franchises, and record the action of the county legislative body on them;

(9) authenticate with the clerk's signature and the seal of the county the proceedings of the county legislative body if the proceedings are ordered published;

(10) authenticate with the clerk's signature and the seal of the county all ordinances or laws passed by the county legislative body, and record them at length in the ordinance book;

(11) record all orders levying taxes;

(12) keep at the clerk's office all county books, records, and accounts that the clerk is required by law to keep and keep them open at all times during regular business hours for public inspection; and

(13) perform all other duties required by law or by any rule or order of the county legislative body.

Renumbered and Amended by Chapter 133, 2000 General Session

### 17-20-3. County clerk -- Record of notaries public.

The county clerk of each county receiving certifications of notaries public from the lieutenant governor shall keep and maintain an indexed record for that purpose, showing the names of all persons holding notarial commissions, with the dates of issuance and expiration.

Amended by Chapter 136, 2003 General Session

### 17-20-4. Duties of county clerk.
A county clerk shall:

(1)  issue all marriage licenses and keep a register of marriages as provided by law;

(2)  execute under the clerk's seal and in the name of and for the county, all deeds and conveyances of all real estate conveyed by the county;

(3)  take and certify acknowledgments and administer oaths;

(4)  keep a fee book as provided by law; and

(5)  take charge of and safely keep the seal of the county, and keep other records and perform other duties as may be prescribed by law.

Amended by Chapter 241, 2001 General Session

### 17-20-5. Report of election and appointment of officers.
Within 10 days after a county clerk issues a certificate of election or a certificate of appointment made to fill vacancies in elective county offices, the county clerk shall prepare and forward to the lieutenant governor a certified report showing:

(1)  the name of the county;

(2)  the name of the county office to which the person was elected or appointed;

(3)  the date of the election or appointment of the person;

(4)  the date of the expiration of the term for which the person was elected or appointed;

(5)  the date of the certificate of election or appointment; and

(6)  the date of the qualification of the person elected or appointed.

Amended by Chapter 3, 2000 General Session